

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 4020100

Capital Facilities Regional Manager 1, M-3	4020100
Capital Facilities Regional Manager 2, M-4	4020200

Brief Description of Class Series

Capital Facilities Regional Managers oversee the design of, and construct, rehabilitate, maintain, and inspect agency infrastructure, such as swimming pools, tennis courts, playgrounds, boat launches, beaches, pavilions, marinas, buildings, roads, bridges, and water and sewage systems. Aesthetics, the architectural and natural environment, and the multiple functions and uses of facilities are significant factors in their work.

Positions in this title are only classified at the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

Levels in this title series are distinguished by the size, diversity, and complexity of the capital facilities in a region, multiple regions or district.

Capital Facilities Regional Manager 1: manages the architectural, engineering, and landscape architectural programs for an assigned park region or multiple regions depending on complexity of capital facilities in regions; one position per region; requires New York State licensure as a Professional Engineer or New York State registration as an Architect or Landscape Architect for appointment.

Capital Facilities Regional Manager 2: manages the architectural, engineering, and landscape architectural programs for a large and complex park region or multiple regions or district with active capital facilities programs; one position per large region or district; requires New York State licensure as a Professional Engineer or New York State registration as an Architect or Landscape Architect for appointment.

Illustrative Duties

Provides administrative and technical direction for planning, design, construction, and rehabilitation of all park facilities within an assigned region or regions; prepares and

manages a capital facilities budget and ensures priorities and budget plans are implemented and followed; controls and implements master plans and a capital plan; supervises and trains staff; assigns staff to meet work needs and priorities; directs the planning and review of projects, ensuring that they adhere to agency policies and priorities, and comply with codes; monitors and oversees work performed by other agencies, consultants, contractors, and concessionaires to ensure it is consistent with agency plans and complies with codes; supervises the preparation, bidding, award, and administration of contracts; coordinates land acquisition, and survey, environmental impact assessment, and easement activities; and prepares and reviews technical and administrative reports for management.

Minimum Qualifications

Capital Facilities Regional Manager 1

Promotion: New York State license and current registration as a professional engineer, professional architect, or professional landscape architect, and one year of service as a Professional Engineer 1 (Civil), Professional Engineer 2 (Civil), Professional Engineer 1 (Electrical), Senior Landscape Architect, Associate Landscape Architect, Associate Architect, or Senior Architect.

Open-Competitive: New York State license and current registration as a professional engineer, professional landscape architect, or professional architect, and six years of professional experience in engineering, landscape architecture, or architecture, which must have included the design and construction of parks and recreation facilities. This experience must include three years of supervisory experience.

Capital Facilities Regional Manager 2

Promotion: New York State license and current registration as a professional engineer, professional architect, or professional landscape architect, and one year of service as a Capital Facilities Regional Manager 1.

Open-Competitive: New York State license and current registration as a professional engineer, professional landscape architect, or professional architect, and seven years of professional experience in engineering, landscape architecture, or architecture, which must have included the design and construction of parks and recreation facilities. This experience must include two years of managerial experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the

Division of Staffing Services for current information on minimum requirements for appointment or examination.

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